

RMS

Reports - 1

Chief, Management Staff

17 January 1958

Chief, Records Management Staff

Weekly Report - Week Ending 15 January 1958

1. Contributions

a. Tangible

- (1) One requisition for 2 Safe File Cabinets was cancelled by transferring equipment from an office in the same organization which was releasing equipment.
- (2) Eleven new and revised forms were completed.
- (3) Arranged for the transfer of 25- 5 drawer non-safe cabinets, which were being declared surplus by one office, to the Vital Materials Vault.

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- (5) Prepared a list of unusable filing equipment which had been declared surplus by the Office of Logistics. Referred the list to [REDACTED] for possible use of this equipment.

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- (6) The Records Center received 139 cu. ft. of inactive records and destroyed 50 cu. ft. In addition, 138 cu. ft.

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b. Intangible

- (1) Arranged for the procurement of the film, "Better Typing," and its showing to the Clerical Training Staff, OTR.
- (2) Manned the Records Management display at the Support Services Exhibit.

2. Assignment - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel. A portion of the schedule has been approved. The entire schedule will now be assembled and taken to Director of Personnel for approval.

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- (2) Office of Operations [REDACTED]
- (3) OHR. An audit of this schedule is progressing.
- b. Installation of Filing Systems.
 - (1) Additional installations are being made in OHR. Files of Chief, Economic area are being established and inactive material retired.
 - (2) Office of Personnel.
- c. Thirty-one new and revised forms pending.
- d. Forms Management Survey, Printing Services Division.
- e. Shelf File Installations, Medical Staff.
- f. Review of Requisitions for Filing Equipment. See 1a(1).
- g. Audit of Subject File Installations.
 - Review of installations made in OCA/AR in process.

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- 3. Assignments - Inactive
 - a. [REDACTED] Space Layout and Equipment Survey.
 - b. Industrial Register, Shelf File.
 - c. Office of Security, Shelf File.
 - d. Film Index Graphics Register, Special Card File.
 - e. Survey of Personnel-Type Vital Records.
 - f. Shelf File Installation, Map Library/OHR.

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4. News

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- a. Reviewed proposed file plan for the substantive collection files in the [REDACTED]
- b. Mr. [REDACTED] attended the 9th Meeting of the government-wide Correspondence Committee sponsored by GSA.
- c. Five members of the Staff attended the monthly OHR luncheon meeting.

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